

# Seven Minute Guide

## To the Family Group Conference Service (FGC) in Oxfordshire for families and professionals

### 1. Is FGC Appropriate for the Family?

Family Group Conference (FGC) harnesses the strengths of the family and is a powerful tool for creative problem solving and setting clear targets. Before referral, consider:

Be clear on Purpose

- FGC is a voluntary process – you must have agreement from the family
- You should identify family or friends who can support the FGC process
- The family must understand the reasons why you need an FGC

### 2. Referral (Provide and Gather Information)

Ensure the family are provided with information leaflets about the service. There are separate leaflets for [families](#), [professionals](#) and [young people](#). The FGC team can also contact the family directly to answer questions.

- Complete the referral on LCS – be thorough and clear about concerns and what needs to change
- Complete Consent Form with the Family and return to FGC Team
- Discuss with FGC team whether advocacy or further support is needed to help family members have their say

### 7. Ongoing support and review meeting

The family, their friends, extended family and other supporters and the professionals who are working with them will follow the plan and make the changes as agreed.

- The FGC Coordinator arranges a follow-up meeting (a review) to see how things are going for the family and child/ren.
- The FGC Coordinator will contact the Referring Agency and the Family to agree arrangements with them.
- The family (including child/ren) can then say how the plan is working for them and can agree what happens next with the referring agency.



### 3. Planning the FGC Meeting

FGC provide an independent FGC Coordinator to set up the FGC meeting. They will:

- Make sure the child/ren are supported and their wishes and feelings are heard
- Help the family decide who needs to be at the meeting and meet with them beforehand to prepare them for the FGC
- Organise practicalities like date, time, venue, refreshments etc.

### 4. On the day: information Sharing

All professionals attending the meeting start by sharing information about the concerns and what help might be available from within the family and elsewhere.

- Everyone at the meeting gets a chance to speak and ask questions (this includes any children)
- Information is presented sensitively and without judgement
- The independent FGC coordinator makes sure everyone is listened to

### 5. On the day: Private Family Time

The family and any friends, extended family members or other supporters then have time to discuss what has been said and come up with a plan to make things better and safer for the child/ren in the future.

- The FGC coordinator will work with family members beforehand to help
- But it will be the family in charge and making the plan

### 6. On the day: Sharing the Plan

The Family present their plan to the referring agency. The Coordinator comes back in too, to help everyone listen, and make sure the plan is considered fully. Then:

- The plan is agreed, sometimes with changes to make sure the child/ren are safe
- The coordinator sends out a copy of the plan to all the people who attended
- A review date is set by the coordinator, when everyone will see how things have changed

